

Promit Mitra

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Catalyst | PreSales & Proposal Associate | Business Research & Content Support

I have over 1 year of experience supporting business research, proposal inputs, and client-facing documentation in a B2B environment. I have worked on bid responses, structured content, and research supporting sales and marketing workflows.

Experience

SYMB Technologies / ABM Technologies (USA-based)

PreSales & Marketing Executive (Full-time) Aug 2025 – Feb 2026
PreSales & Marketing Intern (Part-time) Oct 2024 – Aug 2025

Worked within a B2B environment supporting bid processes, compliance readiness, and client-facing documentation for US-based engagements.

- Conducted proposal research improving bid readiness and response accuracy
- Prepared and submitted 12 bid / RFP responses for US-based engagements contributing to 5 lead activations.
- Standardized internal documentation improving proposal turnaround readiness
- Managed lead research and communication workflows through Zoho CRM improving response coordination
- Coordinated compliance inputs with legal teams enabling documentation readiness aligned with US client requirements.
- Supported business messaging through blogs and social media content aligned with outbound communication
- Supported cross-functional coordination between research, compliance, and communication workflows during proposal cycles

TalTeam Consulting Pvt. Ltd.

Payroll Accounts Intern (Part-time) Apr 2024 – May 2024 | Remote

- Supported payroll data handling and accounting documentation
- Assisted in maintaining employee payment records and internal tracking
- Gained working exposure to payroll processes and financial coordination

Skills

PreSales & Business Support

- Proposal and RFP support
- Business research
- Lead research & documentation
- Compliance coordination
- Sales support workflows
- Inter team Communications
- Bid and proposal content management using CMS
- Blogs, Posts and Whitepapers for brand and narrative
- Positioning
- Networking with potential and present clients

Tools

- Microsoft Excel
- Google Docs & Slides
- Zoho CRM
- Automation tools (n8n / workflow tools)

Communication & Content

- Business writing
- Structured documentation
- Blog & marketing content support
- Social media coordination

Education

BBA — In Progress (Completion underway)

Scottish Church College, University of Calcutta
Academic cycle pursued alongside full-time professional experience

Higher Secondary (12th) CISCE

Assembly of God Church School

Certifications

- Business Analysis & Process Management — Coursera
- Writing a Proposal — LinkedIn Learning
- Digital Marketing Fundamentals — IIDE
- Google Ads Measurement Certification — Google
- Data Fundamentals — IBM
- Data Analysis using Excel — Coursera
- MS-900 Microsoft 365— Microsoft